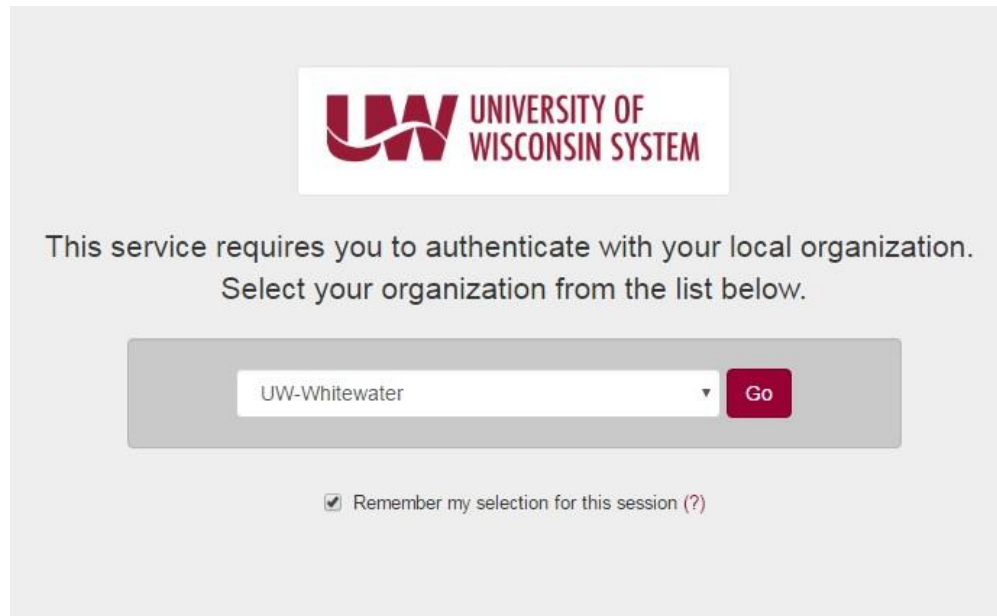



## Students: Reporting Time Instructions- Timesheet

1. Please go to <http://my.wisconsin.edu> and select "W-Whitewater" as your local organization.

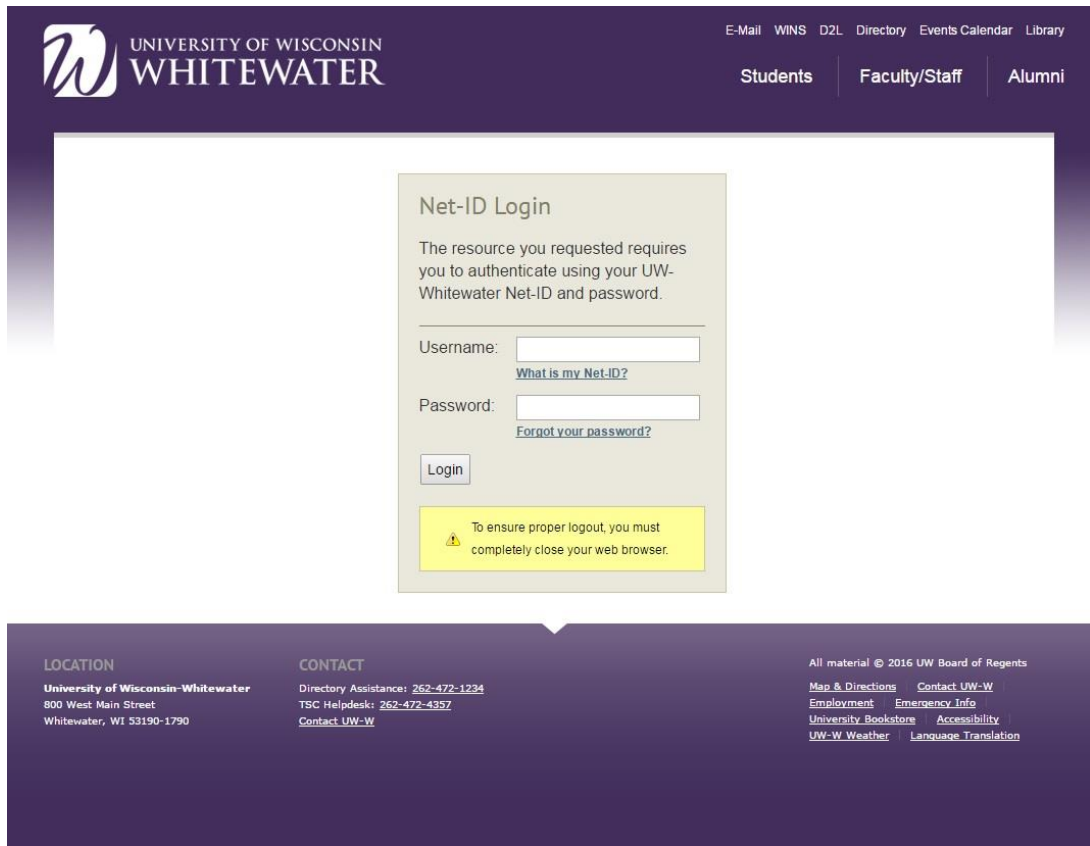




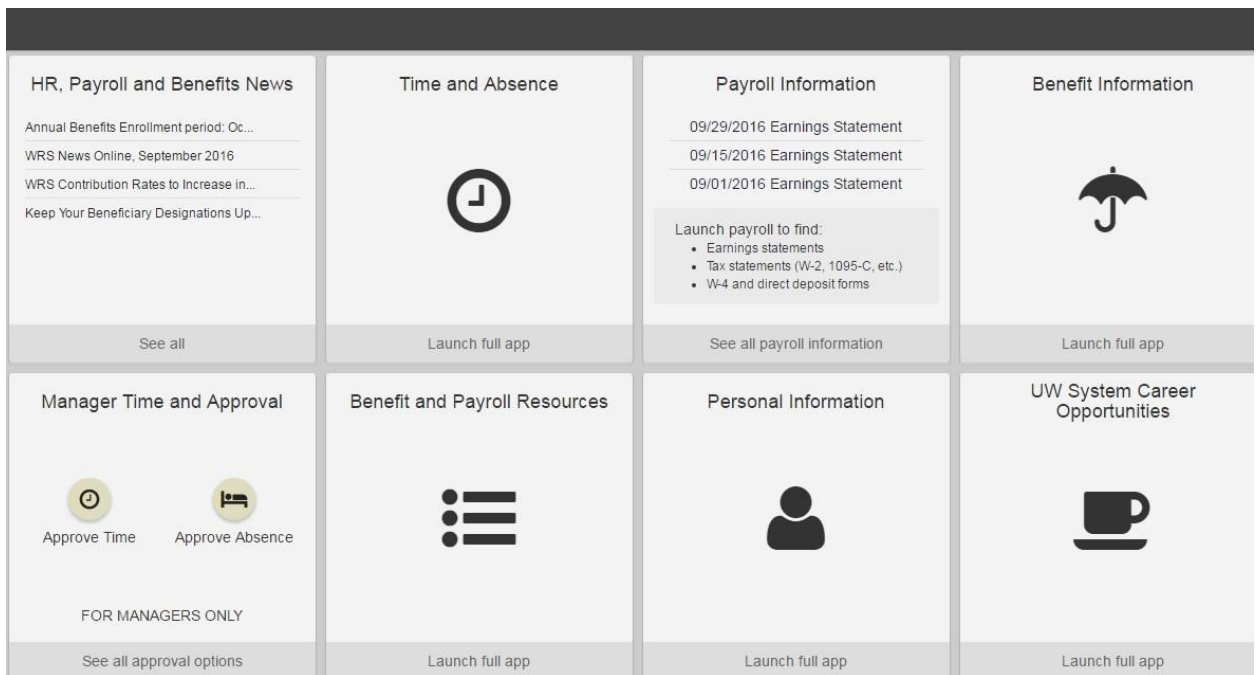
This service requires you to authenticate with your local organization.  
Select your organization from the list below.

Remember my selection for this session (?)

2. Log in with your Net ID/Password

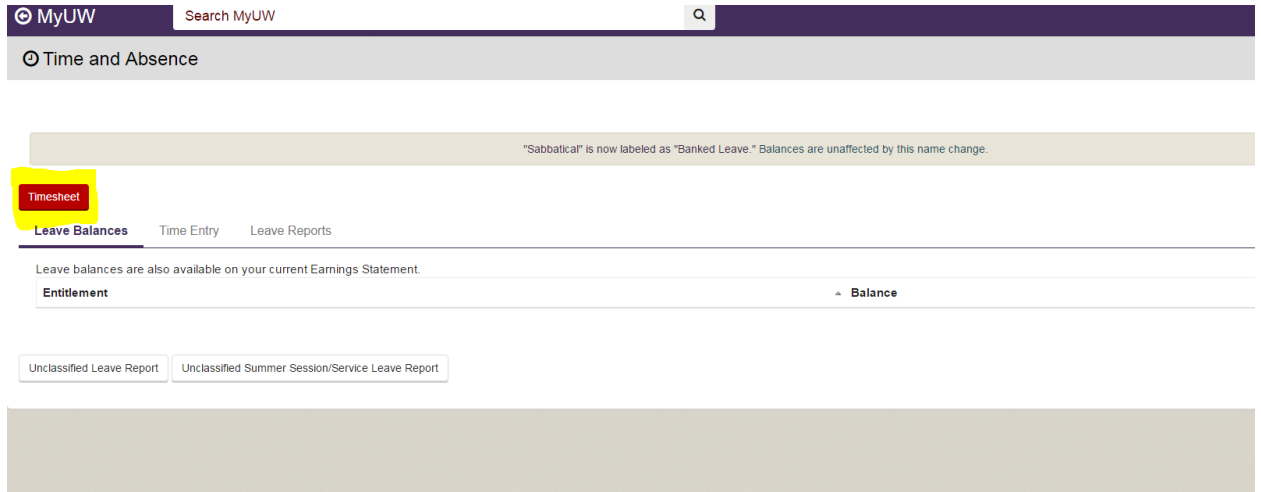


3. Click on the clock icon located in the “Time and Absence” box from your UW Portal screen.



Revised 11/4/2016

4. Select the “Timesheet” button



5. Select the working title for the job that you need to report time for

6. Enter your time in the timesheet boxes. Note that the labels AM or PM are needed. Also, the two middle boxes, out/in, is used only when you take a lunch break. If you come in at 8am and leave at noon then be sure to enter 8am in the first “in” box and 12pm in the last “out” box.

[Click for Instructions](#)

View By: Time Period Date: 10/16/2016 [Refresh](#) [<< Previous Time Period](#) [Next Time Period >>](#)

Populate Time From: Schedule Information

Reported Hours: 4.00 Hours Scheduled Hours: 0.00 Hours

Reported time on or after 10/30/2016 is for a future period.

From 10/16/2016 to 10/30/2016

**Timesheet** [\[...\]](#)

	Day	Date	Status	In	Out	In	Out	Punch Total	Time Reporting Code	Quant
	Sun	10/16	New							
	Mon	10/17	New							
	Tue	10/18	Submitted	8:00:00AM			12:00:00PM	4.00		
	Wed	10/19	New							
	Thu	10/20	New							
	Fri	10/21	New							
	Sat	10/22	New							
	Sun	10/23	New							
	Mon	10/24	New							
	Tue	10/25	New							
	Wed	10/26	New							
	Thu	10/27	New							
	Fri	10/28	New							
	Sat	10/29	New							
	Sun	10/30	New							

Clear

[Summary of Hours](#)

[Absence Event - click to view](#)

[Reported Hours Summary - click to view](#)

[Balances - click to view](#)

Submit

7. Select "Submit" at the bottom of the page to save everything